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IV. RELEASE: FUNCTIONS AND PROCESSES:

A. Purpose:

This section provides an administrative process whereby committed offenders are appropriately released from the Department.

B. Departmental Release: Basic Objectives, Principles and Responsibilities:

1. The objectives of the Adult Offender Release System are:

- a. To release committed offenders appropriately from the Department; and,
- b. To provide the Department with an effective management tool for the release of offenders.

2. The basic principles of the Release System are:

- a. The application of consistent and uniform release procedures throughout the Department; and,
- b. The continuation of staff accountability in the release process.

3. The responsibility of the Release Section is to release committed offenders appropriately.

C. Staff Responsibilities:

1. The Commissioner has designated the Executive Director of Classification as the Commissioner's designee in matters of departmental release. The Executive Director of Classification has been assigned the following duties:

- a. Coordinate the departmental release system;
- b. Interface with the Judicial System as it relates to interpretations and applications of release services;

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- c. Develop, implement, operate, monitor, evaluate, and revise the Department's release system as it relates to the mission of the Department and the various facilities;
 - d. Act as the Commissioner's designee in the release of offenders from the Department;
 - e. Respond to inquiries concerning offender release services; and,
 - f. Provide budgetary input regarding release services.
2. Under the direction of the Executive Director of Classification, the Director of the Central Office Sentence Computation and Release Section is the staff position responsible for the release of all offenders. The responsibilities include:
 - a. Supervising the Program Director I and Release Specialists who are responsible for the release of offenders; and,
 - b. Ensuring the release of each offender is in accordance with statute and Department policy and administrative procedure.
3. Youthful offenders serving Alternative Sentences in Division of Youth Services facilities shall be released in accordance with the court order.
4. Youthful offenders serving Alternative Sentences or direct commitments shall be released in accordance with this policy and administrative procedure, and all other applicable policies.
5. The Wardens are responsible for the operation of their respective facilities, including the facility Release Unit and release of assigned offenders. The Warden's responsibilities include:
 - a. Supervision of a Supervisor of Classification, where this position has been authorized, through the Deputy Warden of Re-Entry.

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- b. Designation of one (1) or more staff to perform the duties of a Supervisor of Classification, where this position has not been authorized;
- c. Designation of staff in the facility to be responsible for monitoring the status of offender that are determined to be a delayed release in response to Senate Enrolled Act 63 (SEA-63) or other mitigating reasons approved by this policy and administrative procedure or the Commissioner or designee. This responsibility includes the completion of State Form 56939, "Voluntary Agreement," and forwarding to the facility's Supervisor of Classification or designated employee.
- d. Provision of an ongoing, in-house release training program to ensure that all staff involved in offender releases are cognizant of the overall procedures and their individual roles and responsibilities in offender release processing;
- e. Designation of staff in the facility to be responsible for the completion of State Form 55956, "Release Checklist," and forwarding it to the facility's Supervisor of Classification or designated staff person.
- f. Provision of timely dissemination of changes in release processing to all pertinent staff;
- g. Ensure that the State Form 55956, "Release Checklist," is reviewed and has been completed properly and forwarded to the Supervisor of Classification or designee; and,
- h. Designation of a primary and secondary contact staff person for the Central Office Sentence Computation and Release Section.
- i. Designation of the staff in the facility to be responsible for monitoring the status of offenders that are determined to be a delayed release pursuant to IC 11-10-12-5.7 or other mitigating reasons approved by Department policy, or the Commissioner or designee. This responsibility includes the completion of State Form 56939, "Voluntary Agreement,"

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and forwarding it to the facility's Supervisor of Classification or designated staff person.

6. The Supervisor of Classification or designated staff person has the following responsibilities:
 - a. Supervise offender release activities;
 - b. Develop and administer all facility level internal procedures related to release process;
 - c. Supervise the facility Offender Release Unit;
 - d. Supervise the management of the facility offender records;
 - e. Maintain an ongoing review of the offender population that is currently on "Out to Court" status. Ensure the offender information system's Out to Court Report is printed, the status of each offender is reviewed, verified and corrective action is taken, if applicable, to correct all errors. This shall be completed on a monthly basis.
 - f. Provide release staff training as needed;
 - g. Maintain an on-going review of the offender information system Release Data;
 - h. Ensure the quality of all reports and documents generated by the facility and sent to courts, parole, probation, etc.
 - i. Coordinate with Unit Team and Re-Entry Staff to resolve any problems relating to the offender's projected release and in preparing the release of each offender; and,
 - j. Review the State Form 55956, "Release Checklist," for completeness and:
 - (1) Verify that all issues relating to the offender's release have been addressed or resolved;

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- (2) If necessary, within two (2) weeks prior to the offender's release, contact any applicable courts regarding any outstanding warrants/detainers to determine whether they are to be enforced and ensure that any warrants/detainers have been entered in the offender information system.
 - (3) When the State Form 55956, "Release Checklist," has been reviewed and any discrepancies resolved, sign the State Form;
 - (4) Forward the completed and signed State Form 55956, "Release Checklist," to the appropriate Release Specialist in the Sentence Computation and Release Unit in Central Office up to five (5) business days prior to the offender's day of release by scanning and e-mailing;
 - (5) Receive the State Form 55956, "Release Checklist," from the Release Specialist via e-mail and note any comments or concerns; and,
 - (6) Forward the State Form 55956, "Release Checklist," and State Form 56106, "Release Authorization," to the facility's Master Locations Office to prepare for the offender's release.
- k. Perform other duties as assigned.
 - l. Ensure that all Interstate Compact applications for out of state placements are processed at facility level and confirmed through the Interstate Compact Administrator.
 - m. Ensure that all Interstate Compact Detainer applications are processed at the facility level.
 - n. Coordinate all Parole/Clemency Board Appearances.
7. The duties of the Re-Entry Coordinator are outlined in Policy and Administrative Procedure 01-07-101, "The Development and Delivery of Programs, Pre-Release and Case Management." In

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addition to providing the appropriate pre-release program to each offender, the Re-Entry Coordinator is also responsible to:

- a. Assist offenders with special needs and aiding in the provision of services needed after the offender's release by coordinating with the appropriate community resources. This shall include but not be limited to, special requests by the offenders which are deemed applicable to the individuals' successful reintegration to the community.
 - b. Coordinate with Classification and Unit Team Staff in preparing the release of each offender.
8. The responsibilities of the Unit Manager are outlined in the Re-Entry Procedure. For the purpose of these release procedures the responsibilities include:
- a. Supervise staff assigned to the unit and coordinate service delivery;
 - b. Coordinate with Classification, Re-Entry, and Transitional Healthcare staff in preparing the release of the offender.
 - c. Review all reports and documents generated by Unit Team Staff and provide quality control of those documents;
 - d. Assist the designated staff person, as needed, to ensure that any areas of concern regarding the offender's release, as indicated on the State Form 55956, "Release Checklist," are addressed; and,
 - e. Ensure that all transfers to the Community Transition Program are processed appropriately.
9. The responsibilities of the Correctional Case Manager are to:
- a. Counsel offenders assigned to the unit;
 - b. Participate in unit programs as directed by the Unit Manager;

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- c. Coordinate with Classification, Re-Entry, and Transitional Health Care staff in preparing the release of each offender;
 - d. Prepare Progress Reports as required;
 - e. Develop and monitor each assigned offender’s Case Plan;
 - f. Recommend assignment of offenders to programs and work assignments in accordance with the offender’s Case Plan and this policy and administrative procedure;
 - g. Process all Interstate Compact Applications for Out-of-State parole placements; and,
 - h. Ensure that supervising agencies (Parole, probation, community corrections) are made aware of release plans with emphasis on those with special needs.
9. The responsibilities of the Correctional Caseworker are to:
- a. Make appropriate Classification recommendations to the Unit Team Committee;
 - b. Conduct unit orientation for newly received offenders;
 - c. Provide day to day counseling for offenders as assigned;
 - d. Perform security functions as directed by the Unit Manager or designee;
 - e. Prepare progress reports, as required or officially requested;
 - f. Coordinate with Classification, Unit Team, and Transitional Health Care staff in preparing the release of each offender; and,
 - g. Facilitate offender access to programs and services, telephones, and visitation.
10. The duties of the staff person designated by the Warden to complete the State Form 55956, “Release Checklist,” are to:

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- a. Ensure that an IDACS-Warrant Query (QW) check is completed on the offender within five (5) business days prior to the offender’s projected release;
 - b. Review the offender’s records, including a current IDACS-Warrant Query (QW) check, and complete the State Form 55956, “Release Checklist;”
 - c. Submit the completed State Form 55956, “Release Checklist,” to the facility’s Supervisor of Classification for review and approval;
 - d. Assist the Supervisor of Classification in resolving any release issues prior to the offender’s release; and,
 - e. Ensure the State Form 55956, “Release Checklist,” is submitted to the Release Specialist up to five (5) business days prior to the offender’s projected release date and a State Form 56106, “Release Authorization,” is received from the Release Specialist before releasing the offender.
11. The responsibilities of the Release Specialist in the Sentence Computation and Release Unit are to:
- a. Monitor the status of offenders that are determined to be a delayed release in response to SEA 63 or other mitigating reasons approved by this policy and administrative procedure or the Commissioner or designee. This responsibility includes advising the Central Office Director of Sentence Computation and Release Section.
 - b. Review offender to be released up to ten (10) calendar days prior to the offender’s earliest possible release date (EPRD) using the appropriate State Form 56311, “Continuity Checklist for Release or Transfer to Community Transition Program (CTP), or State Form 56309, “Continuity Checklist for Release from Community Transition Program (CTP).” This form will ensure accuracy on State Form 561036, “Release Authorization.”

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- c. Receive all State Form 55956, "Release Checklist," forms and pertinent information submitted by the facilities regarding the release of an offender by e-mail up to five (5) business days prior to the offender's projected release date;
 - d. Review the State Form 55956, "Release Checklist," and pertinent information to ensure that the State Form 55956 has been completed in full and signed by all appropriate facility staff and to ensure that all discrepancies or problems have been addressed or resolved;
 - e. Once the State Form 55956, "Release Checklist," has been approved, initial the form and date it;
 - f. Prepare a State Form 56106, "Release Authorization," for the release of the offender; and,
 - g. Return by e-mail the State Form 56106, "Release Authorization," to the facility Supervisor of Classification in sufficient time for the facility to prepare the release of the offender.
 - h. Monitor the status of offenders that are determined to be a delayed release pursuant to IC 11-10-12-5.7 or other mitigating reasons approved by Department policy or the Commissioner or designee. This responsibility includes advising the Central Office Director of Sentence Computation and Release.
12. The responsibilities of the Master Locations Office staff are to:
- a. Receive the State Form 55956, "Release Checklist," and pertinent information, including the State Form 56106, "Release Authorization," from the Supervisor of Classification;
 - b. Review the State Form 55956, "Release Checklist," to ensure that all necessary staff has signed the form and that everything appears to be in order
 - c. Verify that no active warrants/detainers are present;

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- d. Immediately notify the Warden or designee if any discrepancies or problems are found or if staff becomes aware of a warrant/detainer that has not been addressed and follow any instructions provided by the Warden or designee;
- e. Sign the State Form 55956, "Release Checklist," following the release of the offender; and,
- f. Ensure that the completed and signed State Form 55956, "Release Checklist," and any pertinent or accompanying information, including the State Form 56106, "Release Authorization," are filed in the offender's facility packet, as soon as possible.

D. Release Considerations:

All persons involved in offender release decisions shall apply the following considerations:

- 1. The offender's Earliest Possible Release Date (EPRD);
- 2. The offender's release type (court supervision, Parole, dual supervision, discharge);
- 3. Any Active Warrant/ Detainer, an IDACS report must be run prior to the release of any offender from Department custody;
- 4. SOMM status;
- 5. Victim Notification Information;
- 6. Sex and Violent Offender Notification Information;
- 7. The offender's conduct record (any conduct reports pending); and,
- 8. Community Transition Program Activation Date.
- 9. Delayed Release pursuant to IC 10-11-12-5.7.

E. Release Types:

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1. Permanent Releases:

The following types of permanent releases may occur at facilities:

- a. Parole Release, including Inter-State Compact;
- b. Court Supervision (probation, community corrections, CTP);
- c. Dual supervision;
- d. Discharge;
- e. Turn over to (TOT) wanting authorities, including Inter-State Compact;
- f. Release to the Department of Mental Health; or,
- g. Death.

2. Temporary Releases:

The following type of temporary release may occur at a facility:

- a. Release to Court Order;
- b. Release on Appeal Bond; or,
- c. Temporary Leaves (escorted or unescorted).